



MEMORANDUM

VIA E-MAIL

To: School Principals and Directors
From: Dr. Kerri L. Briggs, State Superintendent of Education
Date: November 2, 2009
Subject: Enrollment Audit Appeals Process for SY 2009-10

Dear School Principals and Directors:

The Office of the State Superintendent of Education (OSSE) has implemented an enrollment audit appeals process for School Year 2009-2010 to allow schools to appeal audit results in the event they are believed to be inaccurate and not representative of actual enrollment. The intent of the policy is to ensure that all students legitimately enrolled as of October 5, 2009, are captured and counted in the audit for funding purposes.

The appeals process begins with the confirmed delivery of the final report to the school. This report details the auditor's findings for the school and lists any discrepancies with the school membership report. Beginning this year, all schools will be receiving their school specific reports electronically from the independent auditor – Thompson, Cobb, Bazilio & Associates, PC (TCBA).

The term "school authority" used in this document refers to DC Public Schools (DCPS) and the Public Charter School Board (PCSB). The DCPS contact person is Cedric Thompson, 202-535-1635. The PCSB contact person is Ino Okoawo, 202-328-2668.

The appeals process is outlined below:

1. Principals will receive their school's final report via **e-mail**. A copy will be sent to both OSSE and the designated school authority.
2. The principal is responsible for communicating with the school authority on the need for an appeal. The School Authority then has **five business days from receipt of the school final report** to appeal any findings to OSSE. All documentation must be submitted electronically to OSSE at hom.acharya@dc.gov.

3. **The school authority only, and not the school principal, must submit an appeal on the school's behalf to the OSSE.** After five business days from receipt of the school's final report, the opportunity to appeal will expire. The school authority should only submit an appeal on the school's behalf if the appeal has merit, as defined in #4 below.
4. For an appeal to have merit, it must meet both conditions:
 - a. include **all** relevant documentation supporting the claim, and
 - b. contain **no new** information. *Only information previously provided to the auditors during the audit process may be included in the appeal to OSSE.*
5. OSSE will consult with the independent auditor (TCBA) in this process to confirm that no new documentation is provided in the appeal.
6. OSSE will defer to TCBA in all appeals in which audit procedures were not followed by school administrators or office staff.
7. OSSE will notify the school authority of its decision by e-mail within five business days of receiving the appeal from the school authority.
8. The OSSE decision is final and will be published in the final audit report.

This appeal process should not be viewed as the last chance for schools to submit documentation, since no new documentation will be accepted. Rather, the **Final Exit Conference with TCBA** is the last chance for the schools to resolve discrepancies; the appeal process outlined here is intended only to prevent legitimate auditor error.

If you have any questions, please contact Homraj Acharya at 202-741-1887 or hom.acharya@dc.gov. We look forward to a comprehensive and accurate enrollment audit report in January 2010.

Sincerely,



Kerri L. Briggs, Ph.D.
State Superintendent of Education

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